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CONFIDENTIAL

26 SEP 1957

Procedure

MEMORANDUM FOR: Chief, Administrative Staff, OL

FROM : Chief, Technical Accounting Staff

SUBJECT : Proposed Memorandum (Draft 19 Sept. 1957)
Employee Suggestion Program [redacted]

25X1

1. In your transmittal Routing and Record Sheet you have requested the concurrence and comment of this Staff on the subject proposed memorandum. The following comments are offered for such action as you deem appropriate in connection with the subject:

a. It is suggested that some phrase such as the following be substituted for the word "which" in the second sentence of paragraph 2.a.:

"where the responsibility for the design and implementation of improvements"

b. Paragraph 2.b. of proposed memorandum would exclude from eligibility for awards "those serving on the Employee Suggestion Panel". It is recommended that this provision of the proposed memorandum be amended to permit employees serving on the Panel to participate under the Suggestion Program. This may require a provision, however, that any member of the Panel should absent himself from Panel meetings whenever a suggestion he originated is being considered by the Panel.

c. Paragraph 2.a. incorrectly states that "By law, monetary awards generally may not exceed \$5,000". Under Public Law 763, 83rd Congress, Sec. 304(g) provides that awards in excess of \$5,000, but not in excess of \$25,000, may be granted in certain specified circumstances. It is suggested that this provision of the proposed memorandum be modified accordingly.

d. Paragraph 5.a.(4) indicates in parenthesis that "(Final approval or disapproval action will be taken by the Chairman, Suggestion Awards Committee without reference to the Suggestion Awards Committee.)". It would appear that unless the sensitive nature of activities covered by the suggestions which will be received from [redacted] personnel would preclude consideration by the Suggestion Awards Committee that the suggestions in question should be referred for final approval or disapproval action to the whole Committee instead of to the Chairman only.

TAS/FWG/bw

(25 Sept. 1957)

Distribution: Encls 8-79-00065A000200040009-6; 1 ea. TAS-Subject; Approved For Release 2002/07/12 : CIA-RDP79-00065A000200040009-6; Reading.

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Release 2002/07/12 : CIA-RDP79-00065A000000040009-8

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ROUTING AND RECORD SHEET

B/26/16

SUBJECT: (Optional)

Employee Suggestion Program

25X1

FROM:

Chief, Administrative Staff, OL

RKR

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

REC'D

FWD'D

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Office of Comptroller
ATT: Technical Accounting Staff

2. Rm 200 Alcott Hall

25X1

The attached proposed memorandum is submitted for concurrence and/or comment. Basically, the memorandum provides for the establishment of a Panel to evaluate employee suggestions, and to forward suggestions and evaluations to headquarters for approval. The Chief, Supply Division will provide an endorsement to each evaluation received and forward the suggestion file to the Chairman, CIA Suggestion Awards Committee for final approval or disapproval. Upon approval by the Chairman, a check from headquarters funds will be furnished the Depot as payment for the suggestion.

Any question regarding the attached may be directed to Mr.

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FORM
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USE PREVIOUS
EDITIONS

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19 Sep 1957

25X1
MEMORANDUM FOR: Chief,
FROM: Chief, Supply Division, OI
SUBJECT: Employee Suggestion Program

1. GENERAL

This memorandum prescribes policy, procedures, and responsibilities in the establishment and administration of an Employee Suggestion Program.

2. POLICY

- ILLEGIB
- a. This Office encourages employee participation in the Employee Suggestion Program and provides monetary awards in recognition of approved suggestions for improvements in the fields of efficiency, inventions, security, working conditions, safety, morale, and procedures. No award may be made, however, to any employee for a suggestion which represents a part of the normal requirements of the duties of his position.

All employees, except those serving on the Employee Suggestion Panel, shall be eligible to receive awards under the Suggestion Program outlined herein.

- c. Security considerations dictate limits to overt forms of recognition; consequently, awards will be granted in a manner consistent with normal security practices and special security considerations.

3. MONETARY AWARDS

- a. By law, monetary awards generally may not exceed \$5,000. WITHIN

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SUBJECT: Employee Suggestion Program

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this limitation, monetary awards will be granted for tangible and intangible benefits. (See Attachments 1 and 2 for use as a guide in recommending the amount of an award.)

- b. If an employee submits a suggestion which is considered to have applicability to other departments of the Government, an inter-departmental award may be granted based upon the adoption of its use by other Government departments.

4. NON-MONETARY RECOGNITION

Upon headquarters approval, recognition in the form of a letter of appreciation for improvements outlined in 2a may be granted where circumstances are warranted, and this type of recognition is determined to be more appropriate than a monetary award.

5. RESPONSIBILITIES

- a. The Chief, Supply Division shall be responsible for:
- (1) In accordance with existing procedures, serving as the sole point of contact for communications directed to or from the
 - (2) Designating an Employee Suggestion Panel to consist of not less than three qualified depot employees.
 - (3) Appointing a Chairman of the Employee Suggestion Panel.
 - (4) Providing an endorsement for each evaluation received and forwarding the suggestion file to the Chairman, headquarters Suggestion Awards Committee for approval or disapproval.
- (Final approval or disapproval action will be taken by the

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SUBJECT: Employee Suggestion Program

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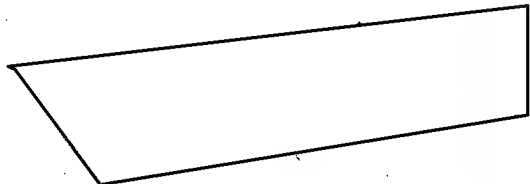
Chairman, Suggestion Awards Committee without reference to the Suggestion Awards Committee.)

- b. The Depot Employee Suggestion Panel shall be responsible for:
- (1) Evaluating suggestions received and forwarding suggestions and evaluations to the Chief, Supply Division.
 - (2) Maintaining adequate records for the Suggestion Program.
 - (3) Establishing and maintaining internal operating procedures consistent with security considerations involved in the Suggestion Program.

6. FUNDING

Payment for awards will be accomplished from funds available to the headquarters Suggestion Awards Program. Upon approving the payment for an award the Chairman, Suggestion Awards Committee shall furnish the Chief, Supply Division a check for payment of the award and pertinent information regarding the issuance of and receipt for award.

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